

MEMORANDUM

SUBJECT: Updates and Clarifications for FY 2014 End-of-Year Enforcement and Compliance Reporting and Certification

FROM: John Dombrowski, Director /s/
Enforcement Targeting and Data Division
Office of Compliance

TO: Regional Enforcement Division Directors
Regional Enforcement Coordinators
OECA Office Directors

This memorandum highlights upcoming reporting deadlines and clarifies FY 2014 end-of-year (EOY) reporting. With your participation and support, the EOY enforcement and compliance data certification will be successful and ensure that the data we use to plan, measure, and report on our program is complete and accurate.

The process for EOY reporting and certification is similar to that for mid-year certification process. The FY 2014 EOY reporting and certification schedule is attached and the entire FY 2014 Reporting Plan may be viewed at: <http://intranet.epa.gov/oeca/oc/etdd/reporting/fy2014>

Most of the data quality review can be completed utilizing the features of OECA Suite of Measures Summary (OSMS) Dashboard. However, if more detailed action-specific data are desired, ICIS reports are available and Regions may run and review specific ICIS reports that contain data requiring more scrutiny.

By October 30, 2014, Deputy Regional Administrators and OECA Office Directors must electronically certify that all FY 2014 data in the national database systems are accurate and complete, and transmit all manually reported numbers to John Dombrowski, Director, ETDD, OC (dombrowski.john@epa.gov), and Sara Ager, Team Leader, Data and Reporting Team, (ager.sara@epa.gov). The FY 2014 certification form may be found at:

<http://intranet.epa.gov/oeca/oc/etdd/reporting/fy2014/eoycertification.html>

OECA will run the final FY 2014 reports on November 3, 2014. The final data will be used to populate OSMS with the certified FY 2014 information. EPA will then submit Government Performance and Results

Act (GPRA) numbers to the Office of Management and Budget and will likely make the Annual Results enforcement and compliance information publicly available on EPA's website in late November. The attachment to this memorandum provides more details about the schedule.

If you need additional information or assistance regarding the FY 2014 EOY reporting and certification process, please contact Sara Ager at (202) 564-7968 or ICIS User Support at (202) 564-7756. Thank you for your dedication to ensuring that the information we use to plan, measure, and report on our program is timely, complete, and accurate.

Attachment

cc: OECA Division Directors
Compliance Assistance Coordinators
Regional Federal Facility Program Managers
FFEO Regional Liaisons
Regional ICIS and AFS System Administrators (Regions 1-10 and HQ)
Marion Herz
Donna Inman
Lauren Kabler
ETDD Staff

**UPDATES AND CLARIFICATIONS FOR
FY 2014 END-OF-YEAR
ENFORCEMENT AND COMPLIANCE
REPORTING AND CERTIFICATION**

- 1. End-of-Year Reporting and Certification Schedule**
 - 2. FRS Facility and Oil Database Inspection Exchanges Canceled for October 2014**
 - 3. Assuring the Quality of National Enforcement Initiative (NEI) Data in ICIS**
 - 4. MS4 Reporting for End-of-Year FY 2014**
 - 5. Hazardous Waste Environmental Benefits Measure**
 - 6. Alternative Superfund Reporting Process for FY 2014**
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1. End-of-Year Reporting and Certification Schedule

DATE	ACTION
September 30, 2014	***** End of Fiscal Year 2014 *****
October 10, 2014	All air evaluations and investigations including those related to the NEIs data must be entered into AFS.
October 11 - 13, 2014	Final FY 2014 AFS reports will be run over the long weekend. AFS is the database-of-record for FY 2014 reporting.
October 14, 2014	Deadline for all FY 2014 data to be entered in databases-of-record. Data includes certified data required to be entered into ICIS and SEMS, as well as Federal inspection/evaluation data reported to legacy data systems and manual spreadsheets for NEIs.
October 15 – 17, 2014	Data Quality Review - Regions and OECA offices review all FY 2014 data and make any necessary corrections to the databases of record. To assist with their reviews, Regions and OECA offices may: <ul style="list-style-type: none"> ○ Identify discrepancies between EPA data and the DOJ reports; ○ Run and review ICIS DQR reports for possible errors; ○ Conduct NEI and Environmental Benefits Reviews to identify errors or missing data; and

DATE	ACTION
	<ul style="list-style-type: none"> ○ Use the Office Suite of Measures Summary (OSMS) Dashboard to identify errors or missing data. <p>OSMS Dashboard Link available at: http://intranet.epa.gov/oeca/oc/index.html</p>
11:59 PM October 16, 2014	AFS is permanently placed into “read only” mode.
October 17, 2014	OECA Offices and Regions may run ICIS reports that can be saved and used for reviewing the data during the period of the ICIS shutdown. Reports will need to be saved to shared drives. Reports saved in ICIS will not be accessible during the shutdown.
5:00 PM October 17, 2014	ICIS (including OSMS Dashboard) is shut down for AFS data migration and implementation of ICIS-Air Release 1.
October 18, 2014	ICIS Test will be refreshed with a copy of Production data on to allow users to continue to analyze and report on their data. Updates to data in ICIS Test will <u>not</u> be transferred to production.
6:00 AM October 27, 2014	ICIS (including ICIS-Air) becomes available. AFS is available <u>only</u> for data retrieval.
October 27-29, 2014	Regions and OECA Offices make any necessary data corrections to ICIS.
October 30, 2014	DRAs and OECA ODs certify that all FY 2014 data in the national database systems are accurate and complete, and transmit all manually reported numbers. Data includes: ICIS, SEMS, Federal inspection/evaluation data reported to legacy data systems, and manually reported data.
November 3, 2014	All FY 2014 data are final. OC conducts final end-of-year data pull from all databases of record. Any corrections requested after November 3, 2014 requires a memorandum from the DRA or OECA Office Director to Lisa Lund, Director, Office of Compliance.
November 5, 2014	OC posts final reports in Data Depot.
November 14, 2014	OC posts the final certified FY 14 Annual Results Excel files to Data Depot.

2. FRS Facility and Oil Database Inspection Exchanges Canceled for October 2014

ICIS will be shut down from 5 PM Eastern Time on October 17, 2014 to 6 AM Eastern Time October 27, 2014 for the implementation of ICIS-Air. As a result of ICIS-Air Implementation the regular monthly Incoming and Outgoing FRS Exchanges for October 2014 will not occur.

Due to the cancellation of the October FRS Exchanges, oil inspections occurring at oil facilities not already in the Oil Database by September 2, 2014 will not be accepted in ICIS in time for the end-of-year data pull that will occur on November 3, 2014. In general, if there are new Oil Database facilities that were not entered into

the Oil Database by September 2, 2014 that have inspections that need to be counted for FY 2014, those inspections will need to be entered manually into ICIS and associated with an ICIS Interest. This should be completed by the data entry deadline of October 17, 2014. Again, this only relates to those oil inspections where the oil facility is not already in ICIS.

The regular monthly exchanges with FRS will resume in November 2014 with the following schedule:

November 7, 2014 – Outgoing from ICIS to FRS
November 21, 2014 – Incoming from FRS to ICIS

3. Assuring the Quality of National Enforcement Initiative (NEI) Data in ICIS

As in past FYs and at MY FY14, PMOD will be working with the SITs and Regions to review the NEI data. Data quality errors that PMOD identifies will be conveyed to the Regions.

4. MS4 Reporting for End-of-Year FY 2014

The expected import of MS4 NEI universe and compliance determination status data into ICIS has been delayed. For FY 2014 reporting, regions will continue reporting MS4 investigations and addressing actions directly to the SIT via the manual spreadsheet.

5. Hazardous Waste Environmental Benefits Measure

The Hazardous Waste measure remains the same in FY 2014 as it was in FY 2013 and Regions will continue reporting hazardous waste as they did in FY 2013.

6. Alternative Superfund Reporting Process for FY 2014

The ongoing transition from CERCLIS to SEMS/Primavera has taken longer than anticipated. As a result, OSRE is implementing an alternative approach to FY 2014 reporting to ensure accurate and timely reporting of accomplishments for Superfund enforcement's key measures to meet the Agency's annual reporting requirements. This alternative approach to reporting is for FY 2014 End of Year accomplishments only, regular reporting requirements will resume in FY 2015.

On September 23, 2014, OSRE transmitted an Excel workbook to the Regions and requested that Regions complete the workbook for Superfund enforcement's two GPRA goals and enforcement instruments completed in FY 2014 that are reported to Congress each year.

Regions should maintain all appropriate documentation to justify and support the accomplishments data reported. In addition, all final FY 2014 accomplishments data must be entered in SEMS/Primavera as soon as possible. Please note that there may be additional data entry requirements in SEMS/Primavera when entering these data.

The completed worksheets should be submitted to Vince Velez, Chief, Program Evaluation and Coordination Branch (PECB), and Mary Bell no later than **COB October 15, 2014**.

All accomplishments data will be certified through the OECA data certification process.

